

**U.S. Embassy  
Career Camp for Access Alumni  
Request for Proposals  
September 9, 2014**

**Introduction:**

The U.S. Embassy in Kathmandu wishes to organize a “Career Camp” for alumni of our English Access Microscholarship program (Access). The U.S. Embassy’s English Access Microscholarship Program (Access) is a two-year after school program that teaches English language, computer skills and personal development to talented 13-17 year old students from economically disadvantaged backgrounds across Nepal. The U.S. Embassy Access program began in 2011, so there is now a cohort of students who have graduated. These Access alumni are located in Kathmandu, Gorkha, Bhairahawa, Butwal and Birgunj. The Career Camp for Access alumni should be a multi-day program in Kathmandu that will expose the Access alumni to different career paths and higher education opportunities as well as teach them practical skills in applying for jobs and scholarships. This call is to solicit project proposals from NGOs, educational institutions and business organizations interested in the implementation of the Career Camp.

**Program Description and Requirements**

The U.S. Embassy seeks to support a group of Access alumni from five different districts of Nepal in a leadership and career growth camp for up to seven days in 2015. The selected group of up to 140 Access alumni (chosen in consultation with our Access implementing partner, the Nepal English Language Teaching Association (NELTA)) will participate in the multi-day Career Camp. A combination of large group and breakout sessions in the Career Camp should include, but are not limited to:

**Skill Identification and Development:**

- Identification of own interests and strengths (believing in you)
- Alignment of interests and strengths
- Development of potential career paths
- Team work, customer service, effective communication skills

**Developing Job Competency**

- CV writing skills
- Job application /cover letter writing
- Interview skills
- Conducting an online job search
- Visiting potential employers in sectors such as hospitality, banking, or other private and public institutions

Study and Scholarships in the U.S. and Nepal (Sessions on study in the U.S. should be organized with USEF-Nepal)

- Finding suitable colleges and universities
- Mini education fair with Nepali higher education institutions and/or site visits
- How to apply at U.S. universities
- Available U.S. scholarships
- Available scholarships in Nepal

Successful proposals will include the following elements:

- An outline of the training sessions and site visits
- A list of potential trainers and materials
- Proposed location(s) of the Career Camp
- Proposed budget breakdown, to include the total number of participants, including regional travel costs, Kathmandu lodging, meals, transportation in Kathmandu

**Funding**

The U.S. Embassy will provide funding not to exceed **\$56,126** USD for the project.

**Application Procedure and Deadline**

For proposals to be considered, they must include the following information on the organization's letterhead:

Organization contact information

- DUNS number (see "Eligibility" section for further details)
- Background of organization and leaders
- Project narrative
- Budget

*Proposals should be submitted via email no later than **September 18, 2014** to [culturektm@state.gov](mailto:culturektm@state.gov) with the subject line "Proposal for Career Camp for Access Alumni."*

**Selection Process**

The U.S. Embassy will review all proposals submitted by the deadline. If additional information is required, the U.S. Embassy may contact organizations after the deadline. The U.S. Embassy will inform the selected organization no later than **September 22, 2014.**

### **Eligibility**

Any NGO, educational institution or business organization registered in Nepal may submit a proposal. Cost-sharing or matching funds is encouraged but not required. In order to receive funding from the U.S. Embassy, an organization must have a Data Universal Numbering System (DUNS) number. Detailed information on how to obtain a DUNS number at no cost is available at: <http://fedgov.dnb.com/webform>. All organizations should submit their request for a DUNS number before submitting their proposal.

### **Reporting Requirements**

The selected organization will be required to consult closely with U.S. Embassy staff. The organization will be expected to provide status updates as requested and will be required to submit a final report at the conclusion of the project. Additionally, the organization must submit all financial records to the U.S. Embassy at the conclusion of the project.